

BP113 – Combined SAP and PMIS Position Actions

Notes:

- When the report is run statewide it **will** include Universities and Housing and Finance data.
- The LI action is not included as a position action. It is only shown as an employee action.
- If a position transfer has taken place and if all the actions executed on the position need to be viewed please enter both the Organizational units in the variable entry screen.

*Filter On

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
* Organizational Unit	+20000000(00ORGU <input type="button" value="icon"/>)	20000000 State of North Carolina
* Effective Date(s) (Mandatory)	01/01/2007 - 12/31/1. <input type="button" value="icon"/>	01/01/2007 - 12/31/2007
Position Action Type(s) (Optional)	<input type="button" value="icon"/>	

*Standard Report

Org Unit		Position		Effective From	Action Type	Number of Actions
20000000	State of NC	60000001	State Worker I	12/31/2007	Abolish Position	1
20000000	State of NC	60000002	State Worker II	12/31/2007	Reallocate Position Up	1
20000000	State of NC	60000003	State Worker III	01/01/2007	Create Position	1
20000000	State of NC	60000004	State Worker IV	01/01/2007	Position Budgeted Salary Change	1

*Selection Criteria

▼ Columns

▪ Key Figures

▼ Rows

▪ Org Unit

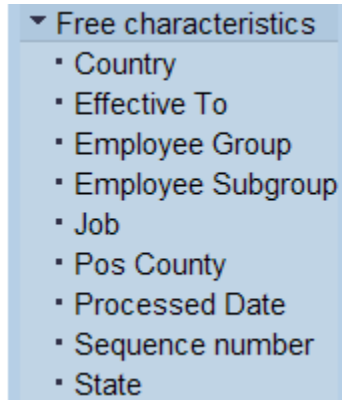
▪ Position

▪ Effective From

▪ Action Type

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*Additional Selection Criteria



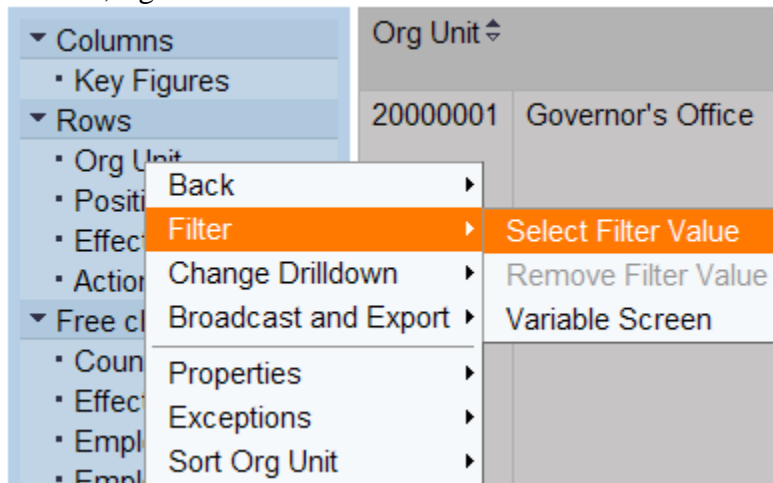
- The standard report displays actions executed for Positions from either SAP, PMIS or both based on Effective Date.
- ‘Columns’ shows the field selections that are displayed on the report.
- ‘Free Characteristics’ shows the additional field selections that can be dragged and dropped in and out of the report.
- This report lets you view the data based on the time period entered

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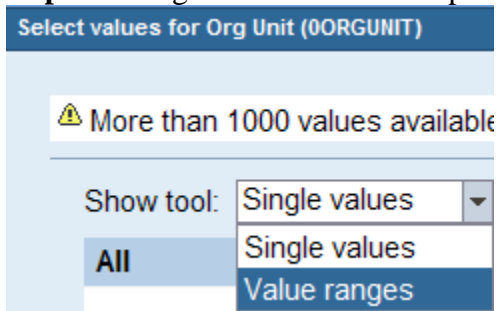
How to filter off Universities and Housing and Finance Org units

1. To filter off the Universities

Step 1: Filter Org Unit only for applicable orgs. Position the mouse over the “Org Unit” data element, right-mouse click ->Filter ->Select Filter Value.



Step 2: Change the Show tool: drop down menu from Single Values to Value Ranges



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Step 3: Type 20000300 in the From: space for the starting value. Type 20000319 in the To: space for the ending value. Click Add.

Two side-by-side screenshots of the "Select values for Org Unit (OORGUNIT)" dialog box. Both screenshots show the "Value ranges" section with "Sign: Include" and "Operator: between". The left screenshot has empty "From:" and "To:" fields. The right screenshot has "From:" set to "20000300" and "To:" set to "20000318".

Step 4: Select the Range from Selections and click the **RED** button to exclude

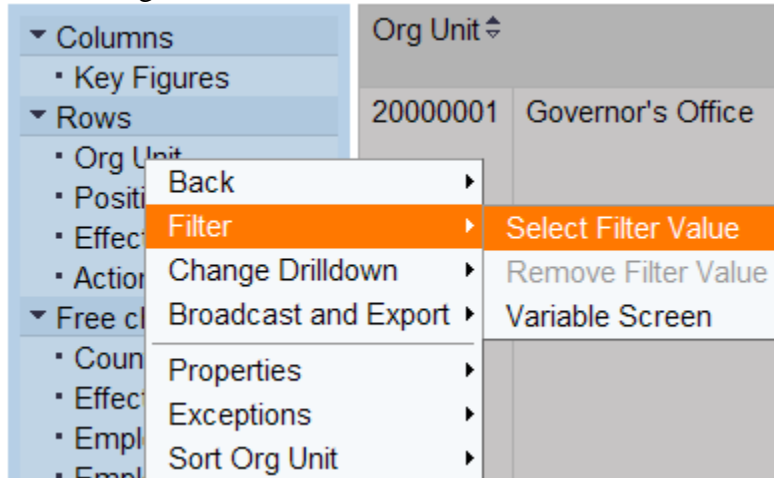
Two screenshots of the "Selections" table. The top screenshot shows a table with one row: "20000300 University System - 20000318 UNC Hospitals at Chapel Hill". A red button is visible to the right of the table. The bottom screenshot shows the same table, but the red button is now highlighted with a red square, indicating it has been selected.

Step 5: Click Ok at the bottom of the dialog box. The report will refresh automatically.

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2. To filter off the Housing and Finance

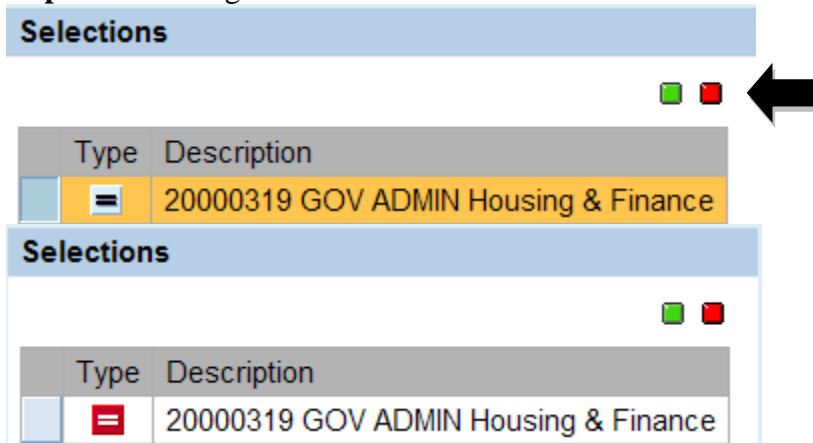
Step 1: Filter Org Unit only for applicable orgs. Position the mouse over the “Org Unit” data element, right-mouse click ->Filter ->Select Filter Value.



Step 2: On the left side, at the bottom of the dialog box, type in Org Unit 20000319. Click Add.

Enter a value for	Enter a value for
Org Unit:	Org Unit:
<input type="text"/>	<input type="text" value="20000319"/>

Step 3: Select Org Unit from Selections and click the **RED** button to exclude.



Step 4: Click Ok at the bottom of the dialog box. The report will refresh automatically.

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Key BI Points to Remember

- Do not use the Back button on the browser to go back. (Instead use “Back One Navigation Step”.)
 - BI Reports sort from the left to right.
 - Columns can be removed by dragging up and dropping in the dark blue area.
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